



Procedures and Guidelines

DIRECTIVE NO.: 562-PG-1410.1.1

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APPROVED BY Signature: original signed by

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Title: 562/Document Management and Control

P1. PURPOSE

This guideline defines how Code 562 controls, distributes, and stores procedures which are referenced by 562 Work Instructions in the GDMS system.

P2. REFERENCE

GPG 1410.1 Directives and Documentation Management

P3. SCOPE

This guideline applies to all 562 procedures that are referenced by 562 Work Instructions in the GDMS system.

P4. DEFINITIONS

“Inactive” – The status of a procedure which is not used repeatedly. Inactive procedures shall be removed from GDMS.

“Review” – The status of a procedure which is found to be in error and is in the process of being corrected. These procedures shall be removed from GDMS and are subject to the standard approval process before being resubmitted.

P5. AUTHORITIES AND RESPONSIBILITIES

The Code 562 Branch Secretary is responsible for the management and control of the signature copies of all 562 procedures and work instructions which exist or are referenced in GDMS and the read-only electronic versions of procedures which are referenced in GDMS and stored in the Branch office.

All Code 562 engineers and technicians are authorized to copy the Code 562 procedures as needed to complete their job tasks.

P6. CANCELLATION

6.1 Procedures Referenced by Work Instructions in the GDMS System

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT

<http://gdms.gsfc.nasa.gov/gdms> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

All applicable procedures will be maintained and controlled by the Code 562 branch secretary (or the designated alternative). Signature copies of all PGs, WIs, and the Procedures referenced by the WIs are stored as Quality Records in the Branch Office as per GPG 1410.1. All Code 562 personnel needing these procedures are authorized to copy them as required.

Procedures which are completed and properly signed-off will serve as the quality records for each particular process as per GPG 8072.1 and are to be given to the appropriate Quality Records Custodian identified on the 562 Quality Records List.

NSROC procedure retrieval instructions can be obtained from the NSROC COTR in the Sounding Rocket Program Office.

6.2 562 Procedures in an “Review” or “Inactive” Status

When a procedure is found to be in error, the WI which refers to that procedure will be immediately removed from the GDMS system. This procedure will be considered in a “Review” status and will be put into the custody of the responsible 562 personnel to be corrected, updated, and tested as necessary. The WI will be resubmitted to GDMS when corrected and will be subject to the normal approvals.

Procedures which are not used repeatedly shall be considered to be “Inactive”. Procedures in an “Inactive” status shall not be placed in the GDMS system. If the Associate Branch Head determines that a procedure in the GDMS is “Inactive” it shall be removed from the GDMS system.

P7. RECORDS

N/A

P8. IMPLEMENTATION

N/A

CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	03/08/2000	Initial Release